

## Off-Sale Beer Permit Requirements

- **TN Department of Agriculture approval**  
(Only if selling food products)  
TN Department of Agriculture: 615-837-5103
- **Certificate of Registration**  
[Tennessee Department of Revenue](#)  
500 Deaderick St  
Nashville, TN 37242  
615-253-0600
- **[Certificate of Existence \(for Tennessee Corporations\)](#)**  
Tennessee Secretary of State  
Division of Business Services  
312 Rosa L. Parks Ave  
Snodgrass Tower, 6th Floor  
Nashville, TN 37243  
615-741-2286  
[TNSOS.CERT@tn.gov](mailto:TNSOS.CERT@tn.gov)
- **[Certificate of Authorization \(for out of state corporations\)](#)**  
Tennessee Secretary of State  
Division of Business Services  
312 Rosa L. Parks Ave  
Snodgrass Tower, 6th Floor  
Nashville, TN 37243  
615-741-6488  
[TNSOS.CERT@tn.gov](mailto:TNSOS.CERT@tn.gov)
- **[Business License](#) (must be same name as listed on application)**  
Davidson County Clerk  
Main Office  
700 President Ronald Reagan Way  
Suite 101  
P.O. BOX 196333  
Nashville, TN 37210  
8:00 a.m. to 4:20 p.m. (M-F)  
615-862-6050
- **Organizational Chart**  
Please provide all required information for each individual owner/officer.  
Organizational Chart can be found at <https://www.nashville.gov/departments/beer-permits/downloadable-forms/required-documents>.

- **Copy of Lease (or Deed** – if property owner)  
(If a temporary permit is applicable, a signed copy of the lease or proof of ownership of property must be provided before the temporary permit can be issued.)
- **Floorplan** (may be hand-drawn)
- **Proof of Legal Status** (for non-US citizens)  
Proof of Legal Status – List of Acceptable documents can be found at <https://www.nashville.gov/departments/beer-permits/downloadable-forms/required-documents>.
- **National Criminal Background Check**  
(Required for all Owners with 5% or more interest and General Managers)  
Recommended: [www.integriscan.com](http://www.integriscan.com)
- **Beer Board Initial Inspection**  
Inspection requirements can be found using the following link:  
[www.nashville.gov/departments/beer-permits/initial-inspections](http://www.nashville.gov/departments/beer-permits/initial-inspections)  
  
Please fill out the following form to request your initial inspection:  
[Beer Board Initial Inspection Request](#)
- **Use and Occupancy Permit**  
Please contact the Codes Department at [uoletters@nashville.gov](mailto:uoletters@nashville.gov)
- **Zoning Approval**  
If this is a new location/change of use, or you have general questions about zoning, please send an email to: [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov)